

CONVAIR  
A Division of General Dynamics Corporation  
San Diego 12, California

DESIGN INFORMATION BULLETIN

NO. 4.010

CONVAIR REPORT NO. ZM-22-005

PAGE: 1 of 2

MODEL 22 AIRPLANE

DATE: 28 June 1957  
Revised 27 May 1958

COMMERCIAL CHANGE PROCEDURE

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1. The purpose of this DIB is to establish the Commercial Change Proposal (CCP) procedure. The steps are as follows in the sequence in which they occur:
    - a. All changes will be reviewed by the Change Board.
    - b. Project Specifications Group shall prepare CCP's when the work statement is received or when so advised by the Project Office in advance of Change Board review.
    - c. Project Specifications Group shall obtain necessary information from the work statement, from design and technical groups, from the Weights Group and Project Office to incorporate in the CCP.
    - d. CCP's shall be prepared in final form and presented for Project Office Approval.
    - e. The Project Office shall approve or return the CCP to Project Specifications Group for correction. The Project Office shall transmit the CCP to Contracts Department.
    - f. (1) TWA. Within four weeks after receipt of a Sales Order (printed on white paper) indicating customer approval of a CCP, the Project Specification Group shall prepare a Change Order package consisting of revised specification pages and a CCP summary and forward these data to Contracts via the Project Office. All Change Order packages shall be submitted to Contracts as rapidly as the Project Specification Group has then completed and has obtained Project Office signature.
    - (2) DEITA. Within four weeks after receipt of a Sales Order (printed on white paper) indicating customer approval of a CCP, the Project Specification Group shall prepare a Change Order package consisting of revised specification pages and a CCP summary and forward these data to contracts via the Project Office. These data shall be forwarded to Contracts only after notification by Contracts that the previous Change Order package has been approved.

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- g. Illustrations shall be brought up-to-date to incorporate the effect of only the CCP's contained in the Change Order package with which the illustration is being submitted. Arrangements are to be made with Service Publications - Illustration Section to provide expedited service.
  - h. All CCP's in the 19 series (those covering Appendix I-C concurrence items) shall be prepared and submitted as separate Change Order packages and are not to be included with other CCP's.
  - j. Upon receipt of Sales Order (printed on green paper with Change Order attached) indicating customer approval the revised specification pages affected shall be issued to all persons on the distribution list.

  
W. F. Brown  
Specifications Group Engineer

  
A. J. Savard  
Project Engineer